



## Lottery Licence Checklist

These items must be enclosed with each licence application. Do not send separately.

- Completed eligibility questionnaire (only required for first time applicants or organizations who have not been licenced within the last three (3) years)
- A fully completed application must include:
  - Municipal address of the organization;
  - Location of ticket sales;
  - Full description of how lottery proceeds are utilized;
  - Time frame being requested for ticket sales;
  - Gaming supplier information (including current certificate of registration);
  - Lottery trust account information;
  - Minimum of three (3) names and signatures of organization's current officers (Question 13 on eligibility questionnaire).
- Licence Fee (3% of the prize value to be awarded – cheque payable to the Town of Grimsby)
- First time applicants must enclose:
  - Must prove to the Town that the organization has been in existence and fully operational for at least one (1) year;
  - A copy of its Letters Patent;
  - A copy of its Constitution and By-laws (must include a general dissolution clause that addresses the distribution of the organization's assets and property acquired from Licensed Lottery Events);
  - A copy of its budget for the current year;
  - A copy of its financial statements for the preceding year;
  - A list of its Board of Directors;
  - Its latest report to the Public Guardian and Trustee;
  - Its charitable number for income tax purposes;
  - A copy of its Notification of Charitable Registration letter from Canada Revenue Agency with any supporting documentation;
  - A detailed description of its activities;
  - A copy of its annual report;
  - Detailed outline of the proposed use of the lottery proceeds (be specific); and
  - Documentation proving the set-up of a lottery trust account, as well as the three (3) signing officers of the charity who have cheque writing privileges. All expenses and charitable donations must be paid by cheque and shall be directly related to the conduct of the event.